**Job title: Regional Recruitment Administrator (Fixed Term)**

**Responsible to: Regional Director**

**Accountable to: Operations Director / HR Director**

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

Ensuring that recruitment processes are being managed effectively across a number of homes in a specific region. The role holder will ensure that the homes they are responsible for deliver best practice recruitment in accordance with Care UK recruitment policies and procedures.

The role holder will ensure robust recruitment processes are followed in an effective and efficient manner to support the recruitment activity required to meet the demands our business. The recruitment process includes candidate attraction through to on-boarding and start date/induction arrangements. To assist in ensuring the candidate pipeline is maintained to fill vacancies in the homes as required and that the candidate experience is a smooth and positive one.

The role holder will ensure that the Recruitment and Induction elements of the “People Promise” are being followed in all their homes at all times.

### Key Responsibilities

**Support and training**

* Coach, develop and support Business Administrators/Home Managers enabling them to meet agreed KPIs.
* Support recruitment marketing activities for recruitment open days, ensuring event materials are prepared and newsletters are despatched.
* To act as a Harbour Super User and provide Harbour training/support where necessary.
* Provide Management information and statistics monthly against agreed KPIs.
* Produce market analysis when required.
* Effectively using and updating the Applicant Tracking System ensuring each process is carried out within the set timeline.

**Recruitment process**

* To carry out daily checks in the Applicant Tracking System to ensure that the homes are reviewing applications on a daily basis and regretting candidates when necessary.
* Liaise with HMs, BAs, candidates and interviewers ensuring that interviews are scheduled in a timely manner and that interviewers are provided with all relevant information, including materials to conduct any tests used as part of the selection process.
* Ensure all output/notes from interviews are collated and that the Applicant Tracking System is updated in a timely manner to provide feedback to the candidate.
* Ensure that colleagues who are involved in the recruitment process in the homes understand right to work requirements. How to check documents and that they are required on the day of interview.
* Ensure that colleagues who are involved in the recruitment process in the homes understand the pre-employment checks process and that Identification Documents are required on the day of interview.
* Ensure that colleagues who are involved in the recruitment process understand our compliance requirements.
* Ensure that colleagues who are involved in the recruitment process understand that DBS applications are completed by the candidate prior to moving to onboarding, in order that it doesn’t delay the start date.
* Ensuring that agreed KPIs are met during the on boarding of new colleagues. Ensuring that homes are chasing references (within agreed time frames) and keeping new colleagues engaged throughout this process.

**General**

* Identify and escalate concerns to the Regional Director where there is insufficient recruitment activity or candidates are not being pushed through on-boarding quickly enough.
* Identify process inefficiencies and raise them with the Resourcing and Business Systems teams.
* Work with the Compliance Manager, where necessary, to raise standards of colleague compliance in the homes.
* Track new starters and monitor the impact they are having on agency spend.
* Identify reasons why people are leaving and develop action plans to retain.

**Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| --- |
| **Name of postholder** |
| **Signature**  |
| **Date** |

Person specification

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * GCSEs (or equivalent)

  | * A-levels/NVQ Level 3 in Business Admin
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| Experience | * Business Administration
* Recruitment
 | * Business Administrator in Care UK
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| **Technical Skills** | * Harbour/ATS
* Excel/Powerpoint
* Administration
* Coaching
* Understanding of compliance in a healthcare environment
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| **Personal Qualities** | * Self-motivated and enthusiastic
* Works collaboratively with others sharing ideas and information at all times
* Effectively builds trust with a consistent approach between actions and words
* Able to influence at all levels
* Builds effective and credible relationships
* Flexible with regard to travel
* Ability to work independently
* Creative and problem solving skills
* Has the ability to raise standards
* Will take responsibility for issues and resolve them.
* An effective team player with a “can do” attitude
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